



National Association
of Federal Retirees

Association nationale
des retraités fédéraux

ALGONQUIN VALLEY

DRAFT Minutes of the Annual Meeting of the Algonquin Valley Branch Held by Zoom on Wednesday, April 14, 2021

Branch Annual Meeting (BAM)

Acting-Branch President Paul Ballantyne welcomed everyone to the Algonquin Valley Branch Annual Meeting (BAM) being held by ZOOM. Following the formal, meeting Andrew Keck, Renfrew County and District Health Unit made a presentation on "Covid Vaccination Program in Renfrew County."

Paul Ballantyne called the BAM to order at 1:00 pm and provided brief instructions on Zoom meeting protocols. He presented the current slate of members of the AVB Executive:

President – Michael Stephens #
Acting President - Paul Ballantyne *
Secretary - Ela McDonald
Membership-Secretary - Leo Buckley
Treasurer - Julie Mallory
Director - John Allen
Director -Jeff Bishop
Director - Judith Cloutier ##
Director - Keith Greenfield
Director - Bill Turner

Resigned

Resigned as Treasurer, remained as Director

* Acting-President and Past-President

1. Establish Quorum

With 30 Branch members in attendance, the Acting-President, P. Ballantyne declared that the meeting quorum requirement (21) was met.

2. Approval of the Agenda

The president invited additions to the proposed agenda.

Motion 2021 - 01: Moved by V. Hulley and seconded by M. Stephens, that the proposed agenda be adopted. **Carried**

3. Approval of 2019 BAM Draft Minutes

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The Acting-President invited comments on the draft minutes of the last AVB BAM, held at the Royal Canadian Legion Hall, Pembroke April 11, 2019. No changes to the minutes were proposed.

Motion 2021 - 02: Moved by Peter Wegner and seconded by Charles Langlais, that the draft minutes of the 2019 AVB BAM be approved. **Carried**

4. Business arising from the minutes

There were no follow-up actions from the last BAM.

5. Reports

a. President

Paul Ballantyne remarked that the AVB BAM scheduled for 2020 April had to be cancelled due to virus Covid-19 pandemic. Paul Ballantyne took over a position of the Acting-President in October 2020. The following activities were initiated, organized or participated in:

2020

- AVB obtained a Branch license for Zoom meetings
- Renfrew County Legion Branches were supported on Remembrance Day
- AVB Report was prepared for Winter issue of Sage

2021

L. Buckley presented two Learn sessions by Zoom for the AVB members

- Feb 23 - "A Peek at the New You and Your Survivor's Book"
- Mar 16 - "Medical and Travel Insurance"

Future presentations / events:

- "Executor Duties"
- "Estate Planning - Arranging Your Affairs, Wills, Trusts, & Probate"
- "Financial Planning"
- Picnic?? (Hopefully pending a change in lockdown)

Communications with members is via:

- Sage magazine
- E-mail blast
- Local Newspapers
- National Website and AVB website

Ballantyne recommended in the absence of local branch events to attend the Ottawa Branch on-line talks (Finance and others – these are available and very good).

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b. Membership

Membership Secretary, Leo Buckley, presented AVB membership report for 2019 – 2021. Membership attrition happens with death, departure from the region, or withdrawal: increases are through transfers and public service retirees from

- CAF (31%),
- RCMP (1%),
- Judges (0%) and
- Federal Government (68%) employees.

Historically, most of the retirees came from Atomic Energy of Canada Limited and Garrison Petawawa. Over the past 5 years we have experienced a slowly declining membership.

- There are currently 1963 members. This number includes 698 double memberships and 567 single memberships.
- The concentration of members live in
 - Deep River/Laurentian Hills (28%),
 - Pembroke (27%)
 - Laurentian Valley (19%),
 - Petawawa (19%), and
 - Ontario and other provinces (7%).
- Membership retention and recruitment is currently a focus of concern not only at the branch level but also at the national level.
- Contact with members is provided by:
 - Branch Report in SAGE issued twice a year to all members
 - E-mails: 35-40% of members provided valid addresses
 - Postage cost being approximately \$1300 per event is too costlyAVB currently does not have a phone chain set up
- The termination of future PSSA eligibility at CNL and communication are largest issues
- At Garrison Petawawa:
 - Many veterans retire to the areas where they grew up
 - Veterans who leave after 20-25 years service do not consider themselves retired as they are in the 40-45 years age bracket and go on to another career.

c. Treasurer

The Treasurer, J. Mallory reviewed Reserved Motion Template which outlined funds that need to be transferred to National Office and new funds which will be reserved Equity for future expenditures. See **Attachment 1**

Motion 2021 – 03: by Julie Mallory and seconded by Charles Langlais, to accept the Reserved Motion Template. **Carried**

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The Reviewed Financial Statements for the years 2019 and 2020 showing Earnings of \$4,554.67 and \$12,325.04 respectively were presented. See **Attachment 2**.

Motion 2021 – 04: by Julie Mallory and seconded by Judith Cloutier, that the financial statements for the year 2021 be accepted as presented. **Carried.**

6. Election of Officers

Acting President, Paul Ballantyne introduced the proposed slate for the AVB Branch Executive for 2019 - 2020, with the terms indicated in parentheses.

P. Ballantyne called for nominations from the floor for the position of the President and the Vice President. Ken McDonald stepped forward for the position of the President and Vicky Hulley agreed to take the position of the Vice-President.

President - Ken McDonald (1 yr)
Vice-President - Vicky Hulley (2 yrs)
Past President - Paul Ballantyne (1 yr)
Secretary - Ela McDonald (1 yr)
Treasurer - Julie Mallory (1 yr)
Membership Secretary - Leo Buckley (1yr)
Director - John Allen (1 yr)
Director - Bill Turner (1yr)

Motion 2021 – 05: by Peter Wegner and seconded by Julie Mallory to accept the proposed AVB Executive. **Carried.**

7. Vision for the future

The president emphasized that the National Association of Federal Retirees

Mission is: "to protect the benefits and to promote the interests of retired federal employees".

Vision is: "Federal public sector retiree benefits are maintained or enhanced over time".

8. Adjournment

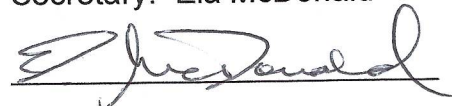
Motion 2021 – 06: by Pat Wegner to adjourn the BAM.

Meeting adjourned at 2:45 pm.

President: Paul Ballantyne



Secretary: Ela McDonald



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ATTACHMENT 1

RESERVES MOTIONS TEMPLATE

Action	Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount	Spending authority
Removal	Reserved Equity – Defence of Benefits \$13,000 to \$0	Defence of Benefits (DOB) national strategies	Branch would not have direct costs associated to such activities locally	Remove existing amount \$13,000 New amount \$0	\$0
Removal	Reserved Equity – Facilities Leasehold Improvement \$25,000 to \$0	Improvements to, or rehabilitation of, rental facilities including major repairs or renovations.	Branch does not expect to rent a permanent location in the foreseeable future	Remove existing amount \$25,000 New amount \$0	\$0
Removal	Reserved Equity – Other \$4,000 to \$0	To cover the cost of mailing members to carry out a Class Vote for a potential Special Fundamental change.	Branch would not have direct costs associated to such activities locally.	Remove existing amount \$4,000 New amount \$0	\$0
New	Reserved Equity – Advocacy \$10,000	Town halls, all-candidate meetings, etc. during provincial and federal elections.	During upcoming provincial, and federal elections.	To cover the cost of hall rentals \$500, advertising \$500 and other associated costs \$1,500 for each town hall or all-candidate event.	AVB Executive may spend up to \$10,000 without additional member approval.

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Action	Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount	Spending authority
				Assuming 4 in total within the next 5 years (by 2026).	
New	Reserved Equity – Equipment \$4,000	Computers and sound system equipment for volunteer use.	2022	Estimate of ~\$2,000 each.	AVB Executive may spend up to \$4,000 without additional member approval.
New	Reserved Equity – Special Events \$8,000	40th Anniversary celebration.	2025	Allowance of \$1,000 each for facility rental and entertainment and \$30 per head assuming 200 in attendance.	AVB Executive may spend up to \$8,000 without additional member approval.
New	Reserved Equity- Recruitment/ Communications \$4,000	Specific membership drive or special one-time communication strategies.	2022	For example, a ¼ page ad in colour is \$250/month for two editions per month for the Petawawa Post. \$250 x 12 = \$3,000.	AVB Executive may spend up to \$4,000 annually without additional member approval.
New	Reserved Equity – Training/ Succession Planning \$3,500	Money reserved for special volunteer training & succession planning activities	2022	To cover the cost of course registration \$1,500, accommodations & meals, travel and per diems \$2,000	AVB Executive may spend up to \$3,500 without additional member approval.

ATTACHMENT 2

Financial Statement

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Balances



Year

2020

Branch Algonquin Valley Branch

	2018 Actual	2019 Actual	2020 Actual	Proposed 2021 Budget
Assets				
Assets - Chequing	\$11,306.82	\$15,221.94	\$27,157.36	\$11,000.00
Assets - Investments	\$44,659.67	\$45,310.50	\$45,397.57	\$29,500.00
Assets - Other	\$4,029.88	\$4,088.57	\$3,970.63	\$3,800.00
	\$59,996.37	\$64,621.01	\$76,525.56	\$44,300.00
Liabilities				
Liabilities - Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Liabilities - Future Year Fees	\$1,544.68	\$1,614.65	\$1,194.16	\$1,100.00
	\$1,544.68	\$1,614.65	\$1,194.16	\$1,100.00
Net Assets	\$58,451.69	\$63,006.36	\$75,331.40	\$43,200.00
Reserved				
Reserved Equity - Defense of benefits (National)	\$13,000.00	\$13,000.00	\$13,000.00	\$0.00
Reserved Equity - Facilities	\$21,321.00	\$25,000.00	\$25,000.00	\$0.00
Reserved Equity - Other	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Reserved Equity - Advocacy				\$10,000.00
Reserved Equity - Equipment				\$4,000.00
Reserved Equity - Special Events				\$8,000.00
Reserved Equity - Recruitment/Communications				\$4,000.00
Reserved Equity - Training/Succession Planning				\$3,500.00
	\$38,321.00	\$42,000.00	\$42,000.00	\$29,500.00
Unreserved				
Unreserved Equity	\$20,198.31	\$16,451.69	\$21,006.36	\$13,700.00
Earnings (Loss)	\$-67.62	\$4,554.67	\$12,325.04	0
	\$20,130.69	\$21,006.36	\$33,331.40	\$13,700.00
Total Equity	\$58,451.69	\$63,006.36	\$75,331.40	\$43,200.00

Current year Equity = prior year Net Assets +/- current year Earnings (Loss)

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Financial Statement

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Year

2020

Branch Algonquin Valley Branch

	2018 Actual	2019 Actual	2020 Actual	Proposed 2021 Budget
Revenue				
Fees - Branch	\$631.32	\$130.32	0	0
Fees - National (incl. per capita & CC fees)	\$12,979.92	\$14,652.07	\$14,154.31	\$14,100.00
Fees - Adjustments	\$1,570.95	-\$69.97	\$420.49	\$100.00
Interest	\$878.21	\$650.83	\$425.62	\$500.00
	\$16,060.40	\$15,363.25	\$15,000.42	\$14,700.00
Expenses				
Branch Meeting Expenses	\$139.30	\$455.41	\$226.00	\$250.00
Branch Information Sharing	\$3,440.35			\$2,000.00
Phone / Internet	\$321.49	\$321.49	\$321.49	\$325.00
Stationary / Supplies	\$172.22	\$72.00		\$150.00
Bank Charges / Returned Cheques	\$188.31	\$45.00	\$48.00	\$100.00
Branch Membership Recruitment & Engagement			\$337.87	\$4,000.00
Branch Volunteer Support & Engagement			\$49.70	\$350.00
Branch Financial Management		\$41.61	\$73.22	\$75.00
Branch Governance/ Branch AGM	\$1,235.94	\$605.48	618.11	\$600.00
Reg/Dist/National Meeting Expenses	\$4,858.57	\$3,735.80		\$250.00
Meals & Events LESS Ticket Sales	\$4,127.98	\$4,449.19		\$5,500.00
Community Activities	\$1,079.99	\$1,082.60	\$1,000.99	\$1,100.00
Tickets/Pins/Promotions	\$563.87			
	\$16,128.02	\$10,808.58	\$2,675.38	\$14,700.00
Earnings (Loss)	-\$67.62	\$4,554.67	\$12,325.04	0